



**DEPARTMENT OF THE NAVY**  
**SPACE AND NAVAL WARFARE SYSTEMS COMMAND**  
**4301 PACIFIC HIGHWAY**  
**SAN DIEGO, CA 92110-3127**

SPAWARINST 1330.1C  
09M  
23 Feb 2004

SPAWAR INSTRUCTION 1330.1C

From: Commander, Space and Naval Warfare Systems Command

Subj: SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3A  
(b) SECNAVINST 1754.6  
(c) MILPERSMAN 1320-210

Encl: (1) Request for sponsor  
(2) Sample Sponsor Letter to an Officer w/biography  
(3) Sample Sponsor Letter to an Enlisted  
(4) Sponsor Responsibilities/Checklist  
(5) Command Master Chief Letter  
(6) Sponsor Program Evaluation Form

1. Purpose. To issue policy and define the key elements of the SPACE and Naval Warfare Systems Command (SPAWAR) Sponsor Program.

2. Cancellation. SPAWARINST 1330.1B of 24 October 1994 is cancelled.

3. Goals. References (a) and (b) establish the Navy Sponsor Program. This directive implements, and is designed to maintain, an ongoing, viable sponsor program at SPAWAR.

4. Policy and Procedures. All personnel will be afforded the services of an officially designated sponsor from the time of receipt of orders until they report aboard.

a. First impressions are very important, and every effort should be made to provide an orderly transition. If possible, sponsors will meet incoming members upon arrival. To the maximum extent possible, personnel assigned as sponsors should not be sent Temporary Additional Duty (TAD) or given regular leave during the period the incoming individual is expected to arrive. Sponsors will ensure new personnel are assisted in securing appropriate quarters, both temporary and permanent.

b. After reporting, new personnel usually need time to organize their personal affairs before commencing duty. Acquiring transportation and quarters are normal priorities of new arrivals. If a member did not take a permissive TAD house-

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hunting trip, as authorized by reference (c) prior to reporting, and is entitled to reside ashore, he/she may be authorized special liberty for house-hunting purposes.

5. Action

a. Military Resources Management Office (SPAWAR 09M)

(1) Notify the appropriate Directorate/PEO/PMW of scheduled assignment of member and request a designated sponsor via enclosure (1).

(2) Provide Directorate/PEO/PMW and designated sponsor with a copy of member's orders.

(3) Prepare a "Welcome Aboard" letter signed by SPAWAR 00 for incoming Officer/Enlisted personnel, and send it with an information package within five working days after formal notification of orders and sponsor assignment. See enclosures (2) and (3).

(4) Arrange personal interviews as appropriate.

(5) Keep Directorate/PEO/PMW posted on status of incoming/outgoing personnel who are in receipt of orders reporting/departing SPAWAR.

b. Directorate/PEO/PMW

(1) Designate a sponsor who is willing and capable of carrying out this duty in a positive manner. Sponsors should not be assigned if their PRD falls before the arrival of their sponsoree. Sponsorship is an official duty and should be treated as such. This responsibility must be exercised for personnel reporting to SPAWAR detachments.

(2) Ensure office space and equipment are available, as required, and duties and responsibilities are clearly explained.

(3) Forward a completed copy of enclosure (1) to SPAWAR 09M upon designation of a sponsor.

c. Sponsor

(1) Within five working days of sponsor designation, communicate with the military member and provide assistance to the member and his/her family as requested. See enclosures (4) and (5) for assistance/guidelines.

(2) In coordination with the Directorate/PEO/PMW, arrange indoctrination/orientation schedule for new member.

(3) Provide input as necessary to SPAWAR 09M to implement a stronger, more effective sponsor program.

d. SPAWAR Systems Centers (SPAWARSYSCENS). SPAWARSYSCENS will implement a sponsor program per references (a) and (b).

6. Evaluation and Feedback

a. The Military Resources Management Office (SPAWAR 09M) will employ the Sponsor Program Evaluation Form (Enclosure (6)) as the primary vehicle to elicit information on the overall effectiveness of the Command's Sponsor Program.

b. The Command Master Chief (SPAWAR 00B) will critique program effectiveness and make recommendations for enhancement.

c. Directorate/PEO/PMWs will evaluate the effectiveness within their areas and properly reflect individual contributions to the success of the program, as well as shortcomings.

/s/  
K. D. SLAGHT

Distribution:  
SPAWAR Military Personnel

SNDL Part II  
FKQ (SPAWARSYSCENS)



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Date

MEMORANDUM

From: SPAWAR 09M, Military Resources Management Office  
To: Directorate/PEO/PMW

Subj: REQUEST FOR SPONSOR

Encl: (1) Copy of BUPERS orders ICO (member)

1. Request a sponsor be assigned to \_\_\_\_\_ (Members Name)  
who will report to \_\_\_\_\_  
(Directorate/PMW) (Date)

2. Upon designation of a sponsor, please forward the following information:

Name:	Phone (Commercial and DSN):
Location:	Building:
Room Number:	

3. A copy of the completed Welcome Aboard letter will be forwarded to the designated sponsor.

Respectfully,

-----  
Date

FIRST ENDORSEMENT

From: Directorate/PEO/PMW  
To: Assigned Sponsor

Subj: REQUEST FOR SPONSOR

Ref: (a) SPAWARINST 1330.1C

1. You are hereby designated sponsor for \_\_\_\_\_ (Members Name).  
Review reference (a) for specifics of the responsibilities of this assignment, and expectations of your performance of these duties. Should you require any additional information, contact the Military Personnel Office at (619) 524-3557.

Copy to:  
SPAWAR 09M

Enclosure (1)



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**DEPARTMENT OF THE NAVY**  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND  
4301 PACIFIC HIGHWAY  
SAN DIEGO, CA 92110-3127

1300  
Ser 09M/XX  
Date

Captain John Doe, U.S. Navy  
THIRD FLEET  
FPO AP 96601-6001

Dear Captain Doe,

Welcome Aboard! It is my pleasure to welcome you as a member of the Space and Naval Warfare Systems Command (SPAWAR), where you will be assigned to the (proper title of the Directorate/PEO/PMW) (Directorate/PEO/PMW). \_\_\_\_\_ is assigned as your sponsor. He/she can be reached at (619) 524-XXXX; DSN 524-XXXX to provide you with further information on your new billet and the command. SPAWAR is a dynamic organization, providing world-class information solutions to the fleet, and I know you will find your assignment rewarding and interesting.

In order that your assignment and security data can be verified you must report to the SPAWAR Military Resources Office which is located in OT-1, Room 1861, on the "Old Town Campus" before taking your service record to the Personnel Support Detachment, Point Loma. Also, please take a moment to fill in the biography sheet and return it in the enclosed envelope.

I look forward to meeting you when you report aboard. In the meantime, if you need any administrative assistance, please contact the Military Resources Office at (619) 524-3557 or DSN 524-3557 in San Diego, California.

Sincerely,

K. D. SLAGHT

Copy to:  
Sponsor

Enclosure (2)

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BIOGRAPHY  
(Name)

RANK, USN

**Rank/Name** officially reported to the Space and Naval Warfare Systems Command in **Month/Year**. **He/She** will be assigned to the **Directorate (Code)**.

Prior to reporting to SPAWAR, **Rank/Name** served as **Job Title/Unit** at **location** from **Month/Year** to **Month/Year**. **He/She** was responsible for duties (assigned).

List all prior duty stations and duties assigned (same format as above paragraph).

After graduation from **High School** in **State** in **Year**, **Rank/Name** attended **University** from **Month/Year** to **Month/Year**. **He/She** graduated with a degree in **Degree Received**. **He/She** then attended **further education** (if any).

List all awards (in paragraph style).

**Rank/Name** presently lives in **City/State** with **Spouse/Children**.

*Enclosure (1) to sponsor letter*

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**DEPARTMENT OF THE NAVY**  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND  
4301 PACIFIC HIGHWAY  
SAN DIEGO, CA 92110-3127

1300  
Ser 09M/XX  
Date

Chief Harold Jones, U.S. Navy  
USS SIVERSIDES (SSN 679)  
FPO AP 09587-2115

Dear Chief Harold,

Welcome Aboard! It is my pleasure to welcome you as a member of the Space and Naval Warfare Systems Command (SPAWAR), where you will be assigned to the (Proper title of Directorate/PEO/PMW) (Directorate/PEO/PMW). \_\_\_\_\_ is assigned as your sponsor. He/she can be reached at (619) 524-XXXX; DSN 524-XXXX, to provide you with further information on your new billet and the command. SPAWAR is a dynamic organization providing world-class information solutions to the fleet and I know that you will find your assignment rewarding and interesting.

In order that your assignment and security data can be verified you must report to the SPAWAR Military Resources Office which is located in Building 2, Suite 123, on the "Old Town Campus" before taking your service record to the Personnel Support Detachment, Point Loma.

I look forward to meeting you when you report aboard. In the meantime, if you need any administrative assistance, please contact the Military Resources Office at (619) 524-3557 or DSN 524-3557 in San Diego, California.

Sincerely,

K. D. SLAGHT

Copy to:  
Sponsor

Enclosure (3)



### SPONSOR CHECK LIST

NAME (REPORTING INDIVIDUAL)	ESTIMATED ARRIVAL DATE	ALTERNATE SPONSOR
<p>1. Obtain reporting information from the Military Resources Management Office, Code 09M, and complete as many items of the Reporting Information form as possible. Update the form as more information is received. Use the form to keep yourself and the Military/Personnel (Mil/Pers) Officer informed of the latest status of the individual.</p> <p>2. Write a Welcome Aboard letter to your prospective shipmate, some points to include:</p> <ul style="list-style-type: none"><li>a. Introduce yourself and give a warm welcome.</li><li>b. Brief description of SPAWAR and the San Diego area. Parking issues. Transportation (Shuttles, Buses, etc.). Also San Diego uniform requirements.</li><li>c. Prospective professional assignment, if known.</li><li>d. Military duties and watches.</li><li>e. Include in your letter anything you think would be helpful to the individual in making arrangements for transition to the new assignment.</li><li>f. Obtain information from Family Services.</li><li>g. Provide information on how you can be contacted, your mailing address, and phone numbers.</li><li>h. Ask the individual to provide shipping data so you can check on any shipments of household goods and vehicle.</li><li>i. Your sponsor letter should be mailed within 5 days.</li></ul> <p>3. Ensure that the Military Resource Management Office has mailed a "Welcome Aboard" package to the reporting individual.</p> <p>4. Respond to letters or messages received from the reporting individual and provide any information requested.</p> <p>5. Make arrangements for temporary lodging, rental car, etc., as requested by the reporting individual.</p>		

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6. Meet the individual upon arrival at SPAWAR.
7. Escort the individual through the check-in process.
8. Provide a tour of SPAWAR and appropriate facilities, and introduce the new arrival to other command personnel.
9. For all officers, ensure that the Division Officer sets up interviews with Directorate Heads, the Military Personnel Officer, the Deputy for Military Affairs, and Commander, SPAWARSYSCOM.
10. For all enlisted, ensure that interviews are set up with the Division officer, the Deputy Directorate Head, the Military Personnel Officer, and the Deputy for Military Affairs.
11. Ensure that the Resource Management Office arranges all required indoctrination briefings and that the Mil/Pers Leading Petty Officer is kept advised of the status.
12. Prior to arrival, check on housing (or bachelor quarters) availability, and provide the latest status to the individual on arrival (waiting lists, etc.).
13. Prior to the individual's arrival, check on status of any household goods and/or vehicle shipments so the latest information can be provided upon arrival.
14. Continue to act as an escort until the individual feels comfortable. Follow up periodically (daily or more often for the first week or so), and make a point of contacting the individual and offering your assistance with any problems.
15. Actively assist the individual with any problem that may arise.

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COMMAND MASTER CHIEF  
Space and Naval Warfare Systems Command  
Code 00B, Bldg OT2, Rm 272  
4301 Pacific Highway  
San Diego CA 92110-3127

WELCOME ABOARD!

Welcome to Space and Naval Warfare Systems Command, more frequently referred to as SPAWAR. As a result of the 1995 Base Realignment and Closure Act (BRAC 95) we are now officially located in sunny San Diego, California. The sixth largest metropolitan area in the country, America's Finest City has something for everyone. We have over 70 miles of beaches, the deserts and the mountains are a short drive away and the splendor of Baja, Mexico is only 30 minutes from downtown. Great weather, a variety of arts and entertainment, and plenty of outdoor recreation will appeal to family members of all ages.

San Diego is home to a large and diverse Naval presence. In addition to the fleet, air squadrons, and associated support facilities, it is the home to several large research and development commands. This, coupled with the large technology based industry of the area, makes San Diego the ideal location for SPAWAR.

I hope you find the Welcome Aboard Package informative and useful. Your sponsor will be corresponding with you soon. I urge you to communicate regularly with him or her to make your relocation as smooth as possible. As the Command Master Chief, I am your liaison to the Commander. If there is anything I can do to assist you in your move please call or write me at any time. Once you arrive in San Diego, please be sure to check in with me. We are interested in any comments or recommendations you may have that might improve the effectiveness of our sponsor program. I am located in building OT 2, room 272 at the Old Town Complex, and my phone number is commercial (619) 524-7002, DSN 524-7002. Once again, welcome to SPAWAR!

R. BOWLIN

Enclosure (5)



**SPONSOR PROGRAM EVALUATION FORM**

The following information is requested to help identify problems and provide feedback on our command concerning the overall effectiveness of the sponsor program. It is requested that you answer each question truthfully and forward the completed form to the Command Master Chief (SPAWAR 00B).

1. Did you receive notification of sponsorship from the command?  
\_\_\_\_\_

2. Did your sponsor contact you prior to your departure from your last duty station?  
\_\_\_\_\_

3. Was information provided to you by your sponsor factual?  
\_\_\_\_\_

4. Did your sponsor provide you with sufficient information?  
\_\_\_\_\_

5. Did you receive a Welcome Aboard Package?  
\_\_\_\_\_

6. Did you find the Welcome Aboard Package helpful?  
\_\_\_\_\_

7. Upon arrival did your sponsor meet you in person?  
\_\_\_\_\_

8. Did your sponsor provide needed assistance in getting you and your family settled?  
\_\_\_\_\_

9. Is this your first tour in San Diego?  
\_\_\_\_\_

10. List any problems you encountered with your transfer.  
\_\_\_\_\_

11. List any suggestions you have for improving our sponsor program.  
\_\_\_\_\_

12. Provide us with your sponsor's name:  
\_\_\_\_\_

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(If needed, continue on reverse.)